

### Fiscal Intermediary Changes

A facility may request a change in fiscal intermediary. Most providers in the State of Indiana use AdminaStar Federal as their Fiscal Intermediary. However, the Centers for Medicare and Medicaid Services (“CMS”) have recognized that providers might use another CMS designated fiscal intermediary.

The Division of Long Term Care is required to notify the Fiscal Intermediary of any changes affecting a facility’s Medicare certified beds (increasing/decreasing the numbers and classifications).

To meet this requirement, any changes to a facility’s Fiscal Intermediary should be reported to this Division in writing (after the change has been approved by the CMS) to include the following information:

- Name of Fiscal Intermediary
- Fiscal Intermediary Street Address
- Fiscal Intermediary City/State/Zip Code
- Fiscal Intermediary Telephone Number
- Fiscal Intermediary Number
- Fiscal Intermediary Contact Person

The request should be submitted to:

Program Director-Provider Services  
Indiana State Department of Health  
Division of Long Term Care, Section 4-B  
2 N Meridian St  
Indianapolis, IN 46204  
Telephone: 317-233-7794  
Fax: 317-233-7322